



WAVERLY HALL CHRISTIAN ACADEMY

P. O. Box 40, 8365 GA Waverly Hall, GA 31831-0040
Phone (706) 582-2228 • Fax (706) 582-2229

Enrollment Information and Application

APPLICATION: (New Student \$50.00)

The \$50.00 is required with the application. **(APPLICATION FEE IS NON-REFUNDABLE)**

TUITION:

\$5,100.00 Kindergarten through twelfth grades full day program (8:00 a.m. – 3:00 p.m.)
(Monthly payments may be arranged).

\$5,900.00 Special needs student (To cover additional services provided.) Any tuition not covered by the scholarship will be the parent's responsibility. Monthly plans are available.

FINANCIAL SCHOLARSHIPS:

Additional scholarships may be available that can cover up to the full amount of tuition. Please contact the office for more information.

SPECIAL NEEDS SCHOLARSHIPS:

WHCA has been approved to accept students seeking the Special Needs Scholarship (SB10) from the Department of Education. Please be aware that the parent is ultimately responsible for all tuition.

MATRICULATION AND TECHNOLOGY FEE:

The matriculation fee of \$300.00 and a \$50.00 technology fee covers the cost of work texts, a rental fee on hardbound books, a student accident policy (a supplemental policy to your current health insurance), and an associational fee paid on your behalf, and the cost of other instructional and technology related items. Fees are due between June 1st and July 1st, or at the time of acceptance. The fees are due annually. **(FEES ARE NON-REFUNDABLE)**

TUITION AND FEES

Tuition and fees may be paid on a monthly basis (10, 11 or 12 months). The 10-month plan starts on August 1st. The 11-month plan starts on July 1st. The 12-month plan starts on June 1st. Since the school has to secure faculty and staff based on student enrollment, any student withdrawing from the school voluntarily or involuntarily will be responsible for at least three month's tuition for the current school year. Exceptions may be granted with board approval in special circumstances such as moving, job loss, sickness, etc. Such request must be made in writing within ten working days after withdrawal. A \$20.00 late fee will be added if not paid by the 10th. Accounts must be cleared before records will be released to other schools. There is \$200.00 graduation fee. Returned checks will be charged a \$20.00 fee. Delinquent accounts may be turned over to a collection agency and then reported to a credit bureau as being delinquent. Reports cards or student records will not be issued if accounts are past due.

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Application for Admission

Must Be Submitted With Completed Application

- ___ \$50.00 Application Fee (Non- refundable)
- ___ Standardized Testing Results
- ___ Report Card and Transcripts
- ___ Discipline Records (If any)
- ___ IEP (Individual Education Plan)
for Special Needs Student
- ___ Special Medical Needs Agreement (If required)

Submit After Acceptance

- ___ Social Security Card (Copy)
- ___ Birth Certificate (Copy)
- ___ Immunization Records (Copy)
- ___ Immigration Papers
(Foreign students)

ACCEPTANCE PROCESS:

Upon receipt of the items above, an interview will be scheduled with the parents and child(ren). Parent and Student Handbooks must be read by parents and child(ren) and the Admission Agreement signed. All students will be tested before formal acceptance. Notification of admission decision will be verbally or in written form.

APPLICATION DATA: (PLEASE PRINT)

Parent or Guardian: _____ Relationship To Student: _____

Address: _____ City: _____ Zip: _____

County: _____ Telephone (Work) _____ (Home) _____

Church attended: _____ Member (Y/N) _____

Student's Name	Birth Date	Sex	SS#	Grade Entering
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Indicate payment option you are choosing:

- ___ Plan A - All tuition and fees paid in full by August 1st.
- ___ Plan B - Ten (10) monthly payments, beginning on August 1st.
- ___ Plan B - Eleven (11) monthly payments, beginning on July 1st.
- ___ Plan D - Twelve (12) monthly payments beginning June 1st. Subject to the same policy as the 10-month plan.

- Deposit of \$50.00 (for each child) is required to put student(s) on the waiting list.

The signature indicates acceptance and understanding of the terms above.

Date Submitted: _____ Amount Enclosed: _____

Signed: _____ (Parent or Legal Guardian) Date: _____

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Family and Student Information Form

STUDENT INFORMATION:

Name _____ School presently attending _____

Last Grade Completed _____ Grades Achieved: _____ Excellent _____ Good _____ Average _____ Poor

Has Student Ever Failed A Subject? _____ If Yes, Explain _____

Has Student Ever Had Disciplinary Difficulty at School? _____ If Yes, Explain _____

Are there any Special Medical Needs? _____ If so, please complete and attached the Special Medical Needs Agreement and any medical plan to help evaluate if we can meet those needs.

Does Student Have Any Physical or Mental Impairments or Allergies? _____ If Yes, Explain _____

Does Student Take Any Prescription Medications on A Regular Basis? _____ If Yes, List _____

Student's Physician _____ Phone _____

Has Student Had the Following Immunizations? _____ Diphtheria _____ Smallpox _____ Polio _____ Measles

Are there any behavioral issues (diagnosed or undiagnosed)? _____

FAMILY INFORMATION: *(Please Print)*

Father's Name _____ Place of Employment _____

Position _____ Work Phone _____

Cell phone _____ Carrier _____ Email _____

Mother's Name _____ Place of Employment _____

Position _____ Work Phone _____

Cell phone _____ Carrier _____ Email _____

Secondary Emergency Telephone and Name _____

Parent's Marital Status: _____ Married, _____ Separated, _____ Divorced, _____ Widow(er)

RELIGIOUS INFORMATION:

Church Attending _____ Address _____

Pastor's Name _____ Phone _____

Is the father a Christian? _____ Is the mother a Christian? _____

Has Student Ever Made a Profession of Faith in Christ? _____

Note: An interview and testing may also be scheduled with each child before making an admission decision.

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Parent Agreement and Contract

I have read and understood the standards of conduct as stated in the Parent and Student Handbook of the Waverly Hall Christian Academy, and agree that my child will abide by them both at and away from school functions. I agree to fully support the school in its enforcement of the standards of conduct.

Understanding that Waverly Hall Christian Academy ("WHCA") exists for the purpose of providing academic excellence in a manner which glorifies God and is founded on the teachings and example of Jesus Christ, I, individually and as parent/guardian, confirm my desire to have my child so educated and agree to abide by the policies and procedures of WHCA.

WHCA is committed to following the scriptural instructions for resolving disputes. Therefore, any claim, controversy or dispute arising from or relating to the policies and procedures of WHCA contained and set forth in the Parent Student Handbook of WHCA, or the breach thereof, shall be settled by mediation and, if mediation is unsuccessful, by arbitration in accordance with CPR Rules of Procedure for Dispute Resolution (the complete text of which is available at WMApeace.com). The undersigned agree that these methods shall be the sole remedy for any controversy, claim or dispute arising out of or relating to said policies and procedures, and expressly waive his/her right to file a lawsuit in any civil court for such controversy, claim or dispute, except to enforce an arbitration decision. For the purpose of these policies and procedures, the parties agree to be bound by the Federal Arbitration Act (9 USC §§ 1-16). The terms of this paragraph shall continue to govern any dispute that may arise during or relating to my child's enrollment/participation with WHCA, even after such enrollment/participation is terminated for any reason.

If I choose to violate this trust and enter litigation against the school or any of its officers or employees, and if such litigation is resolved in favor of the school, I understand that I will be held responsible for payment of all legal cost.

I agree by signing below that according to the 1990 Op. Attorney Gen. no. 90-29 and (codeJR) 160-5-1-.14 titled "Transfer of Student Records", student's records can be withheld until all obligations have been met by the student, parent or legal guardians.

A **\$20.00 late fee** will be added if accounts are not paid by the 10th. Students may be asked to withdraw if their account is not current by the end of the month. **Delinquent accounts may be turned over to a collection agency and then reported to a credit bureau as being delinquent.**

WHCA operates a daycare that is required to be licensed and regulated by the State of Georgia. However; our academy is not licensed and is not required to be licensed by the State of Georgia and thus is not regulated by the State of Georgia.

Signing this contract indicates that you are in full agreement with the policies stated in the Parent and Student Handbook. You also agree to abide by the terms outlined in this application. Please note that our contracts and handbooks change yearly. By signing this, you acknowledge abiding by these policies and the policies that may change in the future. Copies of new application and handbooks may be obtained from our website.

Occasionally, photos will be taken of the students at WHCA for advertisement, our website, and Facebook. Please inform the school in writing if you do not want you child photos to be used.

Parent or Guardian

Date

Parent or Guardian

Date

NOTE: *Both father and mothers are required to sign the Parent Agreement form except in cases of a single parent home.*

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Phone (706) 582-2228 • Fax (706) 582-2229

STUDENT RECORD RELEASE

Date: _____

To Releasing School Counselor:

School Name

Address

City

State

Zip

Phone

Fax (*Required*)

Dear Counselor:

My child has been withdrawn from your school. Please release their academic, discipline and health records to **Waverly Hall Christian Academy**. Please mail or fax the records. According to Code 160-5-1-.14 titled "Transfer of Students Records", after receiving a written request, the school system has ten days to send the required information to the requesting school. Records from Georgia public school cannot be withheld for monies owed. Thank you for your help in this matter.

Mailing Information: Waverly Hall Christian Academy
P.O. Box 40
Waverly Hall, GA 31831

Faxing Instructions: Please call 1.706.582.2228
Our fax number is 1.706.582.2229

Student's Name (*Last Name First*)

Age

Grade Withdrawn From

Signature of Requesting Parent/Guardian

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Transportation Permission

I (we) give the following child permission to be transported on field trips and other school activities in either the school's vehicle or in personal vehicles driven by staff or volunteer drivers. Rules are posted on the buses. Failure to follow the posted rules may result in demerits being issued or suspension from riding the bus.

Student's Name: _____

Parent or Guardian: _____

Parent or Guardian: _____

Medical Release

The undersigned further consents to the administration of first-aid and /or doctor's care, or any other form of medical treatment necessitated by illness or injury that may require the same. In the event of the necessity of such care or treatment, as heretofore described, the undersigned agrees to hold harmless and indemnify said academy, its directors, employees and agents from any acts of malfeasance, and/or failure to act on the part of those chosen to administer medical care on behalf of the participant.

Parent or Guardian: _____

Insurance Provider: _____ Policy Number: _____

Physician's Information

Physician's Name: _____

Office Name: _____

Address: _____

Office Telephone: _____
(Required)

Remarks: _____

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